

B.A. Bulletin

January 2001

Important Health Benefits News for Benefits Administrators

Upcoming Events

JAN

Jan. 10 ♦ General Assembly convenes for 6-week session

Jan. 12 ~ Lee-Jackson Holiday

Jan. 15 ~ Martin Luther King, Jr. Holiday

Jan. 31 ~ Copy developed for Spotlight newsletter and materials for July 1 effective date

FEB

February 19 ♦ President's Day Holiday

February 23 ♦ Spotlight and materials for July 1 released to printer

February 24 ♦ Last day of General Assembly session

MAMSI To Offer New HMO for July 1

Mid Atlantic Medical Services, Inc. (MAMSI), which now offers the two Optimum Choice POS plans for state employees, will add an HMO plan beginning July 1. The Optimum Choice, Inc. Standard Option HMO plan will cover selected cities and counties in all regions of Virginia. More information on the new HMO plan will be available in the spring.

Contacting the Ombudsman and Employee Services

• **Appeals** must be in written form.

• **Address:** Employee Services, Office of Health Benefits, 101 N. 14th Street, 13th Floor, Richmond, VA 23219.

• **E-mail address for appeals:**

Appeals@dhrm.state.va.us.

• **E-mail address for Employee**

Services: EeSvcS@dhrm.state.va.us.

Prescription Drugs for Travel Abroad

If any employees at your agency plan to spend time abroad, be sure they understand that pre-planning is essential to obtain more than a 90-day supply of prescription drugs! Here are the steps employees should take for Key Advantage and Cost Alliance:

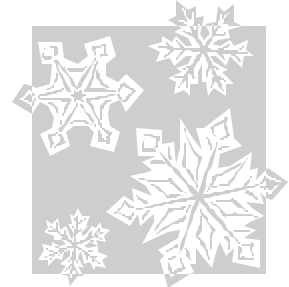
Obtain:

1. A letter from their employer (agency) verifying the length of time planned abroad.
2. A letter from their doctor, listing the medications needed, including strength, dose and quantity.

Send to the Trigon Prior

Authorization Unit:

1. The employer (agency) letter.
2. The listing of prescriptions as explained above.



Remember:

1. Authorization will be made within two business days after Trigon receives complete information. Then the pharmacist may fill the prescription(s). Employees will receive written notification of the authorization; however, they do not need to show it to their pharmacist to fill the prescription(s).
2. The employee and/or any eligible, enrolled family member must pay all appropriate copayments to the pharmacy.
3. They should submit their request about two weeks before they need the prescriptions, to ensure enough time to answer any questions that may arise.

The address for the Trigon Prior Authorization Unit is MD #44E, P.O. Box 85040, Richmond, VA 23261-5040. Members may also fax the information to: (804) 354-2120 in Richmond or 1-800-896-5125 outside Richmond.

Keying Retirement in BES

The Benefits Eligibility System will now allow benefits administrators to key the initial retirement health care selection for their employees 90 days into the future, rather than the previous 60 days.

As a result, when you process initial retirement paperwork you will also be able to key the employee into the retiree group in BES at the same time.